



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND
FORT MONROE, VIRGINIA 23651-5000

ATCC-OP-I-S

27 January 2004

MEMORANDUM FOR Prospects for the Reserve Officers' Training Course (ROTC) Green to Gold Active Duty Option Program

SUBJECT: Memorandum of Instruction for the ROTC Green to Gold Active Duty Option Program, FY 04

1. General Information: The ROTC Green to Gold Active Duty Option Program provides eligible, active duty enlisted soldiers an opportunity to complete a baccalaureate degree or graduate degree and be commissioned as Army officers upon receiving the appropriate degree. As an incentive, soldiers who are selected to participate in this program will continue to receive their current pay and allowances while in the program (up to 24 consecutive months). Soldiers selected are responsible for their educational expenses; e.g., tuition, books, and fees. They may receive any portion of the Montgomery GI Bill/Army College Fund benefits they have earned since entering into the military. However, IAW Department of Defense Directive 1322.8, soldiers selected to participate in this program will not be authorized to use tuition assistance. Soldiers who are selected for the program will receive normal PCS entitlements, IAW existing travel regulations. Upon commissioning, the officer will be assigned to the Active Component. Reserve Component duty is not authorized.

2. Eligibility: To be eligible to participate in this program, a soldier must—

- a. Be a citizen of the United States.
- b. Be eligible for appointment as a commissioned officer in the U.S. Army Reserve (USAR) under the provisions of AR 135-100 and AR 135-101.
- c. Be under 30 years of age upon completion of all requirements for a commission and a college baccalaureate/graduate degree. **(Waivers are authorized)**

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d. Have completed at least two years of active duty service, but less than eight years of Active Federal Service (AFS). **(No waivers authorized)**

e. Have favorable recommendations from Chain of Command (immediate commander and field grade officer).

f. Have completed three months of active duty for every one month of specialized training received as of the date of enrollment into the program. This includes language training, a critical Military Occupational Skill (MOS), or Additional Skill Identifiers (ASI) received. Service obligations are served concurrently; the most recent service obligation for specialized training may not be based on the most recent course attended. Longer duration ASI/SQI courses may have service obligations that override a shorter but more recent course.

(1) If a waiver of the service obligation for training is required, soldiers must submit the request for waiver through Headquarters Cadet Command (HQCC) to the Human Resource Center (HRC) in Alexandria, Virginia, along with the application. HQCC will forward the DA Form 4187(s) with notification letters to HRC-Alexandria for soldiers who are selected to participate in this program.

(2) Soldiers who are currently scheduled to attend an approved reclassification MOS training school will not be considered for a waiver until a request for cancellation of the approved reclassification MOS training has been processed and approved by the proper approval authority. In addition, the Stop Loss/Stop Movement Policy is in effect, and soldiers who are selected to participate in this program will be cleared by HQCC through HRC before notification letters are released.

g. Have at least 48 months remaining upon entering the program. Soldiers who do not meet the service remaining requirement for this program must be processed IAW AR 601-280, paragraph 4-6, before complying with orders directing movement to Student Detachment, Fort Jackson, South Carolina.

h. Have received a score of 110 or higher on the General Technical (GT) Aptitude Area of the Army Classification Battery if applying for the program. **(No waivers authorized)**

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i. Soldiers must have a minimum cumulative grade point average of 2.5 on a 4.0 point grading system on all previous college work completed. **(No waivers authorized)**

j. Have passed an Army Physical Fitness Test (APFT) and achieved at least a score of 180 or higher with a minimum of 60 points in each event within the last six months. **(No alternate events)**

k. Have two years remaining (4 semesters/6 quarters) as a full time student as indicated on CC Form 104-R, Planned Academic Program Worksheet. Summer sessions are authorized but cannot interfere with National Advanced Leadership Course (NALC) attendance. Transfer hours accepted by the school of attendance must be included on CC Form 104-R, block 5.b(1) as credits applied towards the degree being pursued. This information must be confirmed by the school's administration through an official evaluation of all official transcripts. **(No waivers authorized)**

l. Obtain an unconditional letter of acceptance from a baccalaureate/graduate degree producing college or university that has an approved Educational Service Agreement (ESA) with the United States Army. The letter must indicate unconditional Junior status.

m. Obtain a letter of acceptance from the Professor of Military Science (PMS) providing acceptance into the Army ROTC program. Contact the PMS at the institution in order to receive this letter.

n. Have a favorable or have initiated a National Agency Check (NAC) or Entrance National Agency Check (ENTNAC). If it is determined that a security clearance will not be granted after enrollment in the program, the soldier will be removed and reassigned based on the needs of the Army at their current enlisted grade/rank and MOS.

o. Be medically qualified IAW AR 40-501, Standards of Medical Fitness dated 29 August 2003, Chapter 2, to participate in the ROTC program as determined by Department of Defense Medical Examination Review Board (DODMERB), the agency responsible for reviewing physicals.

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p. Have no more than three dependents (including spouse).
(Waivers are authorized)

3. SCHOLAR-ATHLETE-LEADER: A soldier will be considered for participation in this program based on officer potential and the scholar-athlete-leader criteria listed below. Although a soldier may not possess any of the S-A-L attributes, the soldier may still be considered for the program.

a. Scholar

(1) Honor Graduate/Commandant's List of NCOES school or

(2) Cumulative Grade Point Average (CGPA) of 3.0 or higher on all college level courses

b. Athlete

(1) Scored 270 or higher on the Army Physical Fitness Test or

(2) Active competitive involvement on an intramural sports team

c. Leader

(1) Selected as Soldier/NCO of the Quarter/Year at battalion level or higher or

(2) Served in a team leader/squad leader position for a minimum of six months with favorable endorsements from the company commander or

(3) Inducted into the Sergeant Audie Murphy/Sergeant Morales Club

4. Ineligibility: A soldier is ineligible for the program if they:

a. Have more than two years remaining for degree completion.

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b. Have less than 48 months remaining on their current enlistment contract and are unable to extend current service obligation.

c. Have an unfavorable recommendation by their chain of command.

d. Are ineligible for reenlistment.

e. Are a conscientious objector as defined in AR 600-43, Conscientious Objection.

f. Have a misdemeanor record of a Domestic Violence Conviction (DVC).

g. Are under suspension of favorable personnel action IAW AR 600-8-2.

h. Have 10 years or more of active federal service at time of commissioning.

i. Are under probation for a civil conviction or charges are pending at the time of application.

j. Have had adverse juvenile adjudication, have been arrested, indicted, or convicted by a civil court or military law for other than minor traffic violations (fine of \$250 or less), or had imposed other adverse disposition (e.g. attend classes, perform community service or perform any other similar acts) unless waived for this program. A waiver previously approved for enlisting in the Army does not constitute a waiver for entry into an officer producing program. **(Waivers are authorized)**

k. Are a soldier without a spouse and have one or more dependents under 18 years of age. **(No waiver authorized)**

l. Dependents:

(1) Are a soldier with a spouse in a military component of any armed service (excluding Members of the Individual Ready Reserve-IRR) who has one or more dependents under 18 years of age. **(Waivers are authorized)**

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(2) A divorced soldier may be processed for enrollment when the child or children has/have been placed in the custody of the other parent, an adult relative or legal guardian by court order and the soldier is not required to provide child support. Copies of court documents must be provided with the application. **(No waiver is required)**

(3) A divorced soldier may be processed for a dependency waiver when the child or children has/have been placed in the custody of the other parent, an adult relative or legal guardian by court order and the soldier is required to provide child support. In both cases mentioned above, the soldier must sign a statement of understanding acknowledging removal from the program should they regain custody of the child or children while enrolled in ROTC. DA Form 3286-31-R, Statement of Understanding U.S. Army Enlisted Policy for Applicants Without Spouse Who Have Surrendered Custody of Dependents, will be used as a guide). An exception to the removal will only be considered if extraordinary circumstances prevail such as the death of the legal guardian or adult.

5. Military Service Obligation: Soldiers who are medically qualified and selected to participate in this program will be required to serve in the military for a period of eight years. This obligation will be fulfilled by serving on active duty three years followed by service in the Army National Guard (ARNG) or United States Army Reserve (USAR) or the Individual Ready Reserve (IRR).

6. Application Packet: The application for this program will consist of the following:

a. Cadet Command Form 173-R, Application for U.S. Army ROTC Green to Gold 4, 3, 2-Year Scholarship and Active Duty Option.

(1) A soldier selected to participate in this program will not receive an Army ROTC Scholarship. However, if block 27 is annotated "yes," the soldier will be considered for the ROTC Active Duty Option Program. If block 27 is annotated "no," the soldier will be considered for the Green to Gold ROTC Scholarship Program. A soldier may be considered for both programs by selecting yes for both programs; however, if selected, the soldier will have to choose either the Active Duty option or the Scholarship option.

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(2) A favorable recommendation from the immediate commander and field grade commander commenting on the soldier's officer-like qualifications, (i.e., S-A-L criteria, leadership potential, appearance, personality, military record, and aptitude for further military training).

b. Cadet Comand Form 103-R, Active Duty/Reserve//ROTC Scholarship Applicant Snapshot. Affix a recent (within the last 3 months) photograph in Class A uniform with name and social security number in the upper left-hand corner of photo. This photograph will not be returned.

c. Statement of Eligibility. This statement will verify that the soldier is not pending UCMJ actions, barred from reenlistment, or is flagged IAW AR 600-8-2. This statement must be signed by the soldier's Personnel Servicing Center (PAC) or Military Personnel Office (MILPO). If the soldier receives assignment instructions, whether in CONUS or OCONUS, during the timeframe that the soldier is applying, the soldier must contact their respective MOS branch manager at HRC-Alexandria and inform that office about pending application. The soldier may also provide HRC-Alexandria with the Green to Gold Program Manager's e-mail address and phone number for HRC-Alexandria's verification. The soldier will also provide, via e-mail or in writing, verification to the Green to Gold Program Manager that they have contacted HRC-Alexandria.

d. Medical Examination.

(1) If a soldier has a medical examination (DD Form 2807, or DD Form 2808 (MEPS/MFT) and it is less than 24 months old, it may be submitted to DoDMERB requesting an upgrade via the remedial route to a DoDMERB equivalent exam. DoDMERB will probably identify several remedials such as a new eye exam and several history questions not present on a MEPS/MTF exam for completion by the soldier. A MEPS/MTF exam is not equivalent to a DoDMERB exam unless upgraded by DoDMERB via the remedial mode.

(2) If no previous medical physical is available, please have the soldier's Commanding Officer/First Sergeant contact the unit's supporting medical treatment facility and request they accomplish a physical IAW AR 40-501, Chapter 2. In addition, DD Forms 2351 and 2492 must be used. When completing

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DD Form 2351, enter **"ADEP"** in block 8 along with the soldier's current mailing address.

(3) If the soldier is submitting a previous DD Form 2808, correct block 13 (Organization Unit and UIC Code) to read **"ADEP."** If any additional tests or evaluations are required for final medical determination, DoDMERB will return the packet to the unit of assignment. If a soldier is determined to be medically qualified, DoDMERB will return the completed physical to HQCC. Soldiers selected to participate in this program must be fully medically qualified prior to enrollment.

(4) Medical examinations must be submitted at the time of application to HQ, U.S. Army Cadet Command, (ATCC-OP-I-S), Fort Monroe, Virginia 23651-5328, or **no later than 30 days** after submitting the application packet. HQCC will forward the physical to DoDMERB with the appropriate form for processing. DO NOT SEND THE PHYSICAL DIRECTLY TO DoDMERB. Delay in forwarding physical could result in not being medically qualified in sufficient time to enroll in the program. The physical qualification process normally takes DoDMERB anywhere from 6-8 weeks, from start to finish. Any remedials or follow-ups required by DoDMERB should be accomplished prior to announcement of selections.

(5) If a soldier does not meet the screening table weight IAW AR 600-9, a current "Body Fat Content Worksheet" must be included in the application.

e. Official transcripts of all colleges attended. Partial transcripts will not be considered. The school accepting a soldier for attendance should establish a GPA. However, if the GPA is not established, HQCC will compute a GPA based on information provided on all transcripts. College grade reports are not transcripts and are unacceptable. Transcripts that appear in languages other than English must be translated prior to submission. Soldiers are responsible for ensuring that all official transcripts are enclosed in their packets.

f. Letter of acceptance. The letter of acceptance from a baccalaureate/graduate degree producing college or university must state unconditional acceptance as a full-time student, with Junior status, and the school start date.

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g. Letter from the PMS. This memorandum acknowledges that contact has been made and the PMS is aware of the soldier's pending enrollment in their program.

h. Planned Academic Program Worksheet, Cadet Command Form 104-R. This form will be completed by the university's departmental head, verified and signed by both the soldier and the school registrar's office. The PMS at the institution the soldier will be attending will assist in completing this form. If the school the soldier is attending does not have an on-campus Army ROTC program, the school official must forward the form to the PMS in control of the ROTC program at the host school. The PMS must also sign the 104-R before the form can be included in the packet. The 104-R must indicate the academic discipline indicated on the application. Soldiers selected to participate in the program must attend the institution that completes CC Form 104-R. No transfers are authorized once the soldier starts the program.

i. Evaluation of Transfer Credit. The evaluation should include course numbers and titles, course grades, credit hours attempted and earned towards the degree pursued, and the CGPA, if available.

j. Copy of waiver request. All waiver requests (e.g., dependency, civil convictions, and training service obligations (TSO), if applicable, should be included in the packet.

k. Financial Statement, Cadet Command Form 228-R.

l. Army Physical Fitness Scorecard, APFT-DA Form 705. Within the last six months **(No alternate events)**

m. Enlisted Records Brief (ERB). A current true copy of your Personnel Qualification Record.

n. Memorandum of Understanding (MOU). ROTC Green to Gold Active Duty Option Program MOU will be signed and included in the application packet. An example of the memorandum is enclosed in this instruction packet.

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7. Removal from the Program.

a. Soldiers selected to participate in the program must maintain eligibility. Failure to maintain eligibility requirements will result in removal from the program and immediate re-assignment. A soldier may be removed from the program for:

- (1) Failure to maintain a CGPA of 2.5 or higher.
- (2) Failure to complete degree in the time allotted (24 consecutive months).
- (3) Failure to meet height/weight standards IAW AR 600-9.
- (4) Failure to pass a record APFT (will be administered every six months).
- (5) Misconduct as defined by AR 145-1, para 3-43(12).
- (6) Lack of aptitude as defined by AR 145-1, para 3-43(13).
- (7) Undesirable character as defined by AR 145-1, para 3-43(14).
- (8) Indifferent attitude as defined by AR 145-1, para 3-43(15).
- (9) Change in medical condition which makes the soldier ineligible for commissioning.

b. If a soldier is removed from the program at any time after enrollment, the established SRR will remain in effect and the soldier will be reassigned immediately based upon the needs of the Army.

8. Administrative Procedures

a. HQCC will be responsible for:

- (1) Preparing Academic Evaluation Reports (AERs) based on input from the PMS.

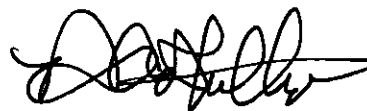
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- (2) Tracking the progress of each program participant.
- b. The Student Detachment Brigade will be responsible for:
 - (1) In-and-out processing.
 - (2) Personnel accountability.
 - (3) UCMJ/disciplinary proceedings.
 - (4) All pay-related inquiries.
 - (5) Personnel services (orders, DA Form 4187s, and records updates).
- c. The ROTC department will be responsible for:
 - (1) Reporting required information to HQCC as established in Green to Gold Active Duty Option Circular to be published.
 - (2) Counseling the soldier on requirements to remain in good standing.
 - (3) Reviewing the soldier's performance each school term to ensure soldier remains in compliance with terms of the program.
 - (4) Immediately notify HQCC if the soldier is no longer in compliance with the terms of the program for removal and re-assignment instructions.

FOR THE COMMANDER:

Encl



RODNEY A. PHILLIPS
Colonel, GS
Chief of Staff

(Soldier's Unit Letterhead)

(Office Symbol)

MEMORANDUM FOR Commander, U.S. Army Cadet Command, (ATCC-OP-I-S), Bldg 56, 55 Patch Road, Fort Monroe, VA 23651

SUBJECT: ROTC Green to Gold Active Duty Option Program
Memorandum of Understanding

1. I request to be considered for participation in the ROTC Green to Gold Active Duty Option Program. If selected, I will enroll in an academic program that meets all the criteria of the program including program completion in 24 months. If appointment as a commissioned officer is not tendered or should I fail to complete the degree program, I understand that I will be required to serve in an enlisted status for the period specified in my remaining service agreement incurred by participation in the program.
2. I understand that the active duty obligation for participation in the program is four years. I further understand that the minimum service obligation as a commissioned officer is three years.
3. I understand that if I have received an Enlistment bonus or Selective Reenlistment bonus, I must give the end date of the bonus and will add the following statement: "I understand that if selected for this training, I will refund the percentage of the bonus equal to the percentage of obligated service I will not perform in the specified MOS. My eligibility for bonus pay ceases on the date I depart my current duty station.
4. I meet all basic prerequisites listed in the program guidelines.
5. I have received and reviewed my ERB (Enlisted Records Brief). It is current and accurate.
6. I understand that I must obtain an unconditional letter of acceptance prior to acceptance into the program.

Enclosure

school must be completed prior to submission of application. I also understand that the cost to complete any prerequisite courses are at my own expense.

8. I understand that there are no scholarship or stipend benefits associated with this program. I am aware that I can use the Montgomery GI bill/Army College Fund and/or Pell Grant in conjunction with this program if otherwise qualified.

9. I am not currently scheduled for or attending MOS training as a result of reclassification or reenlistment retraining contract. I have not applied for reclassification or reenlistment retraining and will not apply for such training while an applicant for this program. My current service remaining requirement, for my most recent training, expired (or will expire) on _____. (place a date)

10. I have submitted all transcripts/documents identifying all post high school courses of instruction.

11. I can be reached at the following addresses: (Include unit of assignment, DSN, commercial work phones, residence address, home phone number, and email address). I accept the responsibility to inform HQ, U.S. Army Cadet Command, ATTN: ATCC-OP-I-S of all changes of assignment and address in a timely manner.

The applicant's signature block and signature

Name

Rank/USA

Title

Witnessing Officer's signature block and signature

Name

Rank/Branch

Title